



SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

March 3, 2005

TO: PROSPECTIVE APPLICANTS

SUBJECT: REQUEST FOR APPLICATION (RFA) TCS 05-100
STATEWIDE SECONDHAND SMOKE AND YOUTH/YOUNG ADULT
TRAINING, TECHNICAL ASSISTANCE, AND ADVOCACY
ADDENDUM NO. 1

On February 11, 2005, the Department of Health Services, Tobacco Control Section (DHS/TCS), released RFA 05-100 entitled "Statewide Secondhand Smoke and Youth/Young Adult Training, Technical Assistance, and Advocacy." Since the release of the RFA, corrections/changes were made that need to be incorporated into your copy of the RFA. The major change is that the Geographic Information Systems (GIS) and database requirements are being removed from the RFA because these components are cost prohibitive.

Listed below are the replacement pages for your copy of the RFP. Please discard the original pages and insert the replacement pages. The strikeout indicates deletions and the bold/underline indicates additions. A vertical line in the left-hand margin indicates where the change took place.

<u>Discard</u>	<u>Insert</u>
Pages 15-22	Pages 15-22
Pages 25-32	Pages 25-32
Page 68	Page 68
Page 103	Page 103

Additionally, there was a question at the bidder's teleconference regarding Attachment 5, Scope of Work, not working as a fillable form. The form has been fixed and should work correctly now.

Prospective Applicants
Page 2
March 3, 2005

We apologize for any inconvenience that these changes may cause.

Should you have any questions regarding this addendum, please contact Toni Rubin, Contract Manager, TCS, at (916) 445-5507.

A handwritten signature in blue ink that reads "Robin Shinn". The signature is written in a cursive, flowing style. Below the signature, the word "(for)" is printed in a small, black, sans-serif font.

Dileep G. Bal, M.D., Chief
Cancer Control Section

Enclosures

G:\TCS\RFA RFP Released\05-100 Statewide Secondhand Smoke & Youth-Young
Adults RFA\Addendum\Addendum Cover Letter.doc

IV. APPLICATION REQUIREMENTS AND INSTRUCTIONS

A. General Requirements

1. **Policy Section**
The SOW and Budget are to be consistent with the policies and procedures found in the Policy Section of the *Competitive Grantees Administrative and Policy Manual* herein referred to as the Policy Section. As you develop your SOW and Budget, please review the Policy Section which can be accessed at <http://www.dhs.ca.gov/tobacco/html/RequestForApplications.htm>, RFA TCS 05-100, Supplemental Materials.
2. **READ ALL INSTRUCTIONS CAREFULLY.** Be sure to include all of the information required by this RFA, including all attachments and copies. Re-check the application to ensure completeness.
3. **DO NOT ASSUME** the reviewers have prior knowledge of the past history of the applicant agency or previous tobacco control programs administered by the agency. The responsibility is on the applicant to demonstrate an understanding of the services to be delivered under the intended contract, the capacity of the applicant agency to carry out the services, and the ability to design and carry out efficient services that are reasonably budgeted.
4. **DO NOT PROVIDE ANY MATERIALS THAT ARE NOT REQUESTED.** Any materials submitted that are not requested under this RFA will be discarded prior to application review, including pages that go over the maximum number in specified sections with page limitations.
5. Number each page of the application consecutively.
6. No less than font size 9 is to be used with Attachment 5, Scope of Work. No less than font size 12 is to be used for all other sections of the application; and no less than 1/2 inch margins.
7. Folders and binders are **not** desired and will be discarded; securely staple the application in the upper left corner.
8. Attachments 1, 6, 7 and 8 require a signature by the person authorized to legally bind the applicant agency to the commitment outlined in the application. **Allow enough time to obtain these required signatures.** Fillable electronic forms are available on the Internet at <http://www.dhs.ca.gov/tobacco/html/RequestForApplications.htm>, RFA TCS 05-100, Supplemental Materials.

9. Clearly indicate “Secondhand Smoke and Youth/Young Adults Training, Technical Assistance, and Advocacy, RFA TCS 05-100” on the outside of the mailing envelope.

B. Organization of the Application

Present the components of the RFA in the order listed below using the instructions provided on subsequent pages to complete each area.

- ☞ 1. Application Cover Sheet (Attachment 1)
- 2. Application Checklist Form (Attachment 2)
- 3. Table of Contents (Attachment 3)
- 4. Narrative, Coordination, and SOW Summary (No Attachment, 12-page maximum)
- 5. Applicant Capability (No Attachment, 10-page maximum, not including Attachment 4, Letters of Reference, and Letter from the Project Evaluator)
 - a. **Program/Evaluation Experience**
 - b. Administrative/Fiscal Experience
 - c. Equipment (Computer Hardware/Software Minimum Specifications, Attachment 4)
 - d. Letters of Reference (3 required)
 - e. Letter from the Project Evaluator
- 6. SOW including Evaluation (Attachment 5)
- 7. Budget/Budget Justification (No Attachment)
- 8. Additional Required Forms
 - ☞ a. Drug-Free Workplace Certification (Attachment 6)
 - ☞ b. Agency Documentation Requirements (Attachment 7)
 - c. Proof of Non-Profit Status (No Attachment)
 - ☞ d. Certification of Non-Acceptance of Tobacco Funds (Attachment 8)

☞ **Denotes the document requires a signature by the person authorized to bind the applicant agency. Read the documents and allow time to obtain the required signatures.**

For your convenience, fillable electronic forms are available on the Internet at <http://www.dhs.ca.gov/tobacco/html/RequestForApplications.htm>, RFA TCS 05-100, Supplemental Materials.

C. Application Criteria and Instructions

1. Application Cover Sheet (Attachment 1)

- Item 1: Enter the legal name of the applicant. Fill in the project name. Enter the mailing address, which will appear on any subsequent agreement. Enter the name of the county in which the applicant's headquarters is located. Enter the contact person, telephone number, fax number, and e-mail address. Enter the Federal Tax Payer Identification (ID) number.
- Item 2: The grant term, July 1, 2005 to June 30, 2008 has been entered for you.
- Item 3: Enter the Budget amount requested for the entire grant term.
- Item 4: Indicate which technical assistance and training component you are applying for, Secondhand Smoke or Youth/Young Adults.
- Item 5: The agency official authorized by the Board to sign on behalf of the Board must sign and date the certification statement provided. Also print/type the name and title of this official.

2. Application Checklist (Attachment 2)

The **items** included on the checklist are **required** to be submitted as part of the application and should be presented in the order noted on this form. **If any items are omitted from the application, the application will be considered incomplete and out of compliance with this application and will not be reviewed.** Complete the attached application checklist to ensure that all application attachments and required components are included.

NOTE: The checklist is for your use to ensure a complete package. You are not required to submit the checklist as part of the actual application; therefore, do not include the checklist in the Table of Contents or as part of the overall pagination of the application.

3. Table of Contents (Attachment 3)

Applications must have a Table of Contents with page numbers referenced. Application sections must be presented in the sequence shown on the Application Checklist (Attachment 2).

4. Narrative, Coordination, and Scope of Work Summary = 20 POINTS (No attachment provided, 12-page maximum)

Criteria

Funding preference will be given to those applicants that most closely address the criteria below:

- Demonstrates an understanding of the historical, political, economic and socio-cultural influences that may facilitate or challenge the implementation of the proposed project
- Demonstrates appropriate strategies and methods for providing training, TA, and advocacy to the target audience
- ~~Demonstrates appropriate strategies and methods to assess the needs of the target audiences, develops and maintains a policy database with geocoding~~
- Provides process evaluation plans for each objective that assess the quality and quantity of services provided and that are appropriate for measuring accomplishments, and where appropriate, the impact of the objective
- Includes a strong rationale for the training, TA, and advocacy content, strategies and methods proposed
- Demonstrates coordination and collaboration with other DHS/TCS statewide projects, national training and TA providers, and DHS/TCS-funded local projects, voluntary health organizations, and other agencies who intersect on the area the proposal responds to, in order to avoid duplication of effort and to maximize resources

Instructions

- a. Historical/Political/Social-cultural Influences: Describe the historical, political, economic, and socio-cultural influences that may challenge the implementation of the proposed project.
- b. Objectives and Activities: The narrative must include objectives which address each of the three core components: 1) Training and TA, 2) Advocacy campaign(s), and 3) support to DHS/TCS. Restate each objective, and immediately following, provide a summary of the activities to be conducted to address the objective, followed by an evaluation plan.
- c. Rationale: Provide a rationale for the provision of services, including the content, strategies and methods proposed.
- d. Coordination/Collaboration: Describe efforts to coordinate and collaborate with other statewide and local projects funded by DHS/TCS, national organizations, voluntary health organizations, and any other agencies or organizations relevant to the proposed project.

5. Applicant Capability = 15 POINTS

General Criteria

Funding preference will be given to agencies that exhibit the following qualifications:

- Demonstrates the ability to conduct statewide needs assessments with all DHS/TCS-funded projects and other non-funded programs/agencies, including experience with SHS or youth and young adults by using relevant data sources, such as needs assessments, asset mapping, key informant interviews, public surveys, and focus group data
- ~~Demonstrates the ability to develop and analyze tobacco control policies, maintain a searchable database, and use Geographic Information Systems (GIS) software to assess policy coverage statewide~~
- Demonstrates the capacity to deliver training, technical assistance, and advocacy campaigns on a statewide basis, and that the agency and staff have the training, skills, and experiences consistent with the program, evaluation, fiscal, and management needs of the project
- Demonstrates that the evaluation consultant has completed: 1) at least one course in study design or one year of experience determining the study design for an evaluation; 2) one course in evaluation or one year of experience planning and implementing an evaluation; and 3) two courses in statistics or one year of experience analyzing data for an evaluation
- Demonstrates the ability and willingness to work collaboratively with DHS/TCS, LLAs, other statewide projects, Partnership for Priority Populations, competitive grants, and statewide initiatives as appropriate. Funded organizations will be required to work closely with DHS/TCS and also each other in achieving their objectives
- Demonstrates overall administrative/management capability of the agency, including: at least two years satisfactory performance with administrative, fiscal, and programmatic management of government grant funds; timely and accurate submission of fiscal and program documentation and subcontracts; compliance with all state contract requirements; and the ability to equip the project with office furniture, copy machines, etc., to support staff and program needs without funding from DHS/TCS

SHS Expertise Criteria

- Demonstrates knowledge and expertise with: 1) SHS legislation and court rulings at the national, state, and local levels, as well as issues related to American Indian tribal sovereignty; 2) SHS content and advocacy campaign expertise; 3) SHS media, education, community planning, and community organizing strategies; and 4) training and TA expertise in SHS
- Demonstrates problem-solving skills that address barriers to enacting local SHS-related policies (e.g., enforcement, outdoor tobacco smoke research limitations, political climate, etc.)
- ~~Demonstrates ability to create or update existing policy databases to improve tracking of outdoor SHS policies and tribal SHS policies, including analyzing these policies and maintaining the database~~
- ~~Demonstrates the ability to use an interactive, Internet-based mapping application using GIS to convey coverage of SHS policy at the local level and statewide~~

Youth and Young Adults Expertise Criteria

- Demonstrates knowledge and expertise with: 1) youth and young adults regarding tobacco control issues; 2) tobacco control content and advocacy campaigns involving youth and young adults, and 3) training and TA expertise
- Demonstrates knowledge of the unique attributes of youth and young adults as they relate to tobacco control, such as attitudes toward smoking, methods of outreach/communication, and social norms/values related to tobacco control
- Demonstrates previous experience in working with University of California (UC), California State University (CSU), California Community Colleges (CCC) and/or trade schools to implement tobacco control policies. These policies may include smoke-free zones and tobacco industry sponsorship, (e.g., research funding)
- Demonstrates the ability to organize and train youth and young adult advocates to provide educational visits to elected officials
- ~~Demonstrated the ability to use an interactive, Internet-based mapping application using GIS to convey coverage of university and college campus policies~~
- ~~Demonstrates the ability to create or update existing policy databases to improve tracking of university, two-year and four-year college campus~~

~~policies related to SHS, tobacco sales, tobacco advertising, sponsorship, free sampling, and the availability of cessation services~~

Instructions

(No Attachment, 10-page maximum, not including Attachment 4, Letters of Reference, and Letter from the Project Evaluator.) Include the following:

a. Program/Evaluation Experience

- 1) Describe the applicant's ability to conduct statewide needs assessments with all DHS/TCS funded projects and other non-funded programs/agencies.
- ~~2) Describe the applicant's experience and expertise with creating or upgrading policy databases, analyzing policies, and maintaining the database, including the use of GIS systems to convey data.~~
- 3) Describe the capacity to deliver training, TA, and advocacy campaigns on a statewide basis. Describe agency and staff training, skills, and experiences consistent with the program, evaluation, fiscal, and management needs of the project.
- 4) Describe the applicant's willingness and past experience with working collaboratively and with appropriate partners such as DHS/TCS, LLAs, other statewide projects, Partnership for Priority Populations, competitive grants, and statewide initiatives as appropriate.
- 5) Describe the administrative and management capability of the applicant, including past performance with administrative, fiscal, and programmatic management of government grant funds, timely and accurate submission of fiscal and program documentation, subcontracts, compliance with all state contract requirements, and the ability to equip the project with office furniture, copy machines, etc., in order to support staff and program needs without funding from DHS/TCS.
- 6) Describe how to identify DHS/TCS project needs with respect to tobacco control activities that address SHS or youth and young adults through the use of relevant data sources, such as needs assessments, asset mapping, key informant interviews, public surveys, and focus group data.
- 7) Describe the Evaluation Consultant expertise including experience with study design, planning and implementing evaluations, and analyzing data.

8) SHS Track

- a) Describe the applicant's experience in developing, implementing, and evaluating SHS policies, including educational materials development and educational visits to elected officials. Include your experience in developing fact sheets, brochures, manuals, and surveys. Include American Indian tribal sovereignty issues. Also, describe SHS media, education, community planning, and community organizing strategies.
- b) Describe the capability and resources of the applicant to ensure timely start-up and implementation of the proposed project. Describe how the proposed project will be integrated into the agency's organizational structure.
- c) Describe the applicant's capacity and expertise to provide SHS-related training, TA, and advocacy on a statewide basis.
- d) Describe the qualifications of key program staff (e.g., project director and staff or consultants responsible for the program evaluation). Describe their educational background and previous experience with the types of activities to be conducted such as providing tools necessary to develop, implement, and evaluate SHS policies at the local level, training and TA on conducting SHS campaigns, conducting SHS exposure surveys, educational materials development, policy development, program evaluation, etc. **Do not attach resumes.**
- e) Describe the applicant's expertise with problem solving skills to address barriers to enacting local SHS-related policies.

9) Youth and Young Adults Track

- a) Describe the applicant's experience with conducting youth and young adult policy, advocacy, media, training, education, community planning, and community organizing strategies, including educational materials development and educational visits to elected officials.
- b) Describe the capability and resources of the applicant to ensure timely start-up and implementation of the proposed project. Describe how the proposed project will be integrated into the agency's organizational structure.
- c) Describe the capacity and expertise of the applicant to provide youth and young adult training, TA, and advocacy policy and community organizing on a statewide basis.

managing government grant funds through timely and accurate submission of fiscal, program, and evaluation documents.

DHS/TCS reserves the right, at its sole discretion, to contact references for further information prior to the RFA review process.

e. Letter from the Project Evaluator

The Letter from the Project Evaluator does not count toward the page maximum for this section: An evaluator must participate in the development of the SOW and evaluation plans. Every application must include this letter, even if the evaluator is an internal evaluator working for the applicant's agency. The letter must include the following elements:

- Describe the evaluator's role and involvement in the development of the SOW and the evaluation component.
- Provide how many hours the evaluator spent (a minimum of four hours is required) with the applicant to develop the SOW and evaluation component.

NOTE: The letter from the Project Evaluator must be submitted with your application. Letters submitted to DHS/TCS prior to or after the receipt of application will not be considered. This may result in your application being considered non-compliant and not accepted for review

6. **Scope of Work (SOW)**
(3 Required Components) = 40 points

Intervention Requirements

Funding preference will be given to those applicants that most closely address the criteria below:

Criteria

- The SOW is responsive to each of the overall programmatic components described in Section IV, pages 33 through 37 of this RFA.
- Uses a centralized model for the delivery of services. A centralized model entails having a core group of specialized staff at one location to administer either SHS services or services to youth and young adults (ages 18-29) on a statewide basis.

- Demonstrates a comprehensive, integrated approach and incorporates such methods as statewide coordination, community level data collection, ~~policy database development and maintenance~~, statewide community mobilization, statewide training, TA, and community education, statewide media advocacy/paid advertising, and evaluation, and collaboration with DHS/TCS, statewide projects, LLAs, Partnerships for Priority Populations, and statewide initiatives (e.g., Project SMART \$ [Sponsorship Mission: Avoid Reliance on Tobacco] Money, Strategic Tobacco Retail Effort [STORE] Campaign, Live, Work, and Play Campaign) as appropriate to the proposed project. Funded organizations will be required to work closely with DHS/TCS and also with each other in achieving their objectives.
- Demonstrates consistency with the policies and procedures found in the Policy Section. As you develop your SOW, Budget, and Budget Justification, please review the Policy Section which can be accessed on the Internet at <http://www.dhs.ca.gov/tobacco/html/RequestForApplications.htm>, RFA TCS 05-100, Supplemental Materials.
- Demonstrates one or more specific advocacy campaigns to facilitate norm change focusing on significant issues in the target community (supported by data) and is structured as a "turn-key" campaign that can easily be picked up and implemented by other DHS/TCS contractors (e.g., LLAs and Competitive Grantees).
- Demonstrates use of culturally and linguistically appropriate strategies to achieve each objective.
- Uses methods and strategies that are sufficient in their magnitude (quantity and power) to achieve each objective.
- A SOW that provides a well-organized and detailed "road map" of the project that describes:
 - *How much will be done*
 - *Where activities will occur*
 - *What will be done (e.g., coordination/collaboration methods, policy methods, data collection methods, etc.)*
 - *Staff, subcontractors, or consultants responsible for the activities*
 - *Appropriate and reasonable tracking measures*
 - *A Website tracking and maintenance plan (e.g., who will be utilizing the site, how many hits the site is receiving, how many total users the website has, how will the website be maintained, etc.)*
 - *A measurable evaluation plan for each objective.*

Evaluation Requirements

Funding preference will be given to those applicants that most closely address the criteria below:

Criteria

- Demonstrate a target population-appropriate process evaluation for objectives that do not have a quantifiable outcome, such as training, technical assistance, and DHS/TCS support objectives that quantify the number of services provided, quality of services provided, and level of satisfaction with service providers. The purpose of this type of data collection is to provide an analysis of issues that may help or hamper the success of the program. Process data can be used to design and modify the intervention plan.
- Demonstrate a target population-appropriate outcome and process evaluation plan for the selected advocacy campaign. Be sure that you are clear on the specific outcome to be measured. Also, include specifics of the evaluation design, (i.e., study type, measurements), and how you intend to collect quantitative and qualitative data that will facilitate implementation of the advocacy campaign or help understand the strengths and weaknesses of the campaign, (e.g., key informant interviews, focus groups, public intercept surveys, analysis of media coverage, or policy maker records).
- Allocate a minimum of **five percent** of the total budget amount toward evaluation of the program. It is the responsibility of the applicant to obtain qualified staff or consultants to ensure that the evaluation requirement is met. Whether the evaluator is hired staff or is a consultant/subcontractor, DHS/TCS requires that the person have an adequate and appropriate level of education and recommends at least three years experience evaluating large statewide projects.
- Demonstrate utilization of qualified staff, consultants, and subcontractors to conduct activities, such as consultants with evaluation and GIS expertise. This may require ~~database development and maintenance~~, data entry, report writing, and dissemination of the evaluation findings.
- The evaluation plan adequately describes the following information as appropriate to each objective:
 - *The amount of expected change or what is being measured (e.g., policy, number of ads, behavior, etc.);*
 - *The instruments to collect data (e.g., retail tobacco advertising survey, Project SMART \$ survey instrument, key opinion leader surveys, public intercept surveys, etc.);*
 - *How data will be collected (e.g., through the mail, by phone, in person, observation, etc.);*

- *The location where data will be collected (e.g., homes, malls, schools, tobacco retail outlets, the name of specific communities, etc.);*
- *How many will be measured (e.g., sample size, number of stores, number of persons, number of events, number of households, etc.);*
- *How the sample will be selected (e.g., simple random, random clusters, purposive, convenience, etc.);*
- *Description and quantification of process evaluation activities (e.g., focus groups, key informant interviews).*
- *The type of analysis to be performed (e.g., comparison over time or with other groups or communities; control group, case study, etc.); and,*
- *How the results will be disseminated (e.g., paper submitted for publication, PARTNERS posting, training, etc.).*

Instructions

SHS Training, TA, and Advocacy Project

The following is a description of the services sought for the SHS training, TA, and advocacy project:

- a. Offer comprehensive SHS TA resources for DHS/TCS-funded projects, local governments, and the general public. TA resources may include teleconferences, brochures, newsletters, fact sheets and manuals, featuring the latest research on SHS, and effective strategies/interventions to reduce Californians' exposure to SHS.
- b. Provide updates to DHS/TCS and DHS/TCS-funded programs on SHS laws locally and statewide, provide assistance to the SHS Workgroup on legal and educational models, and assist DHS/TCS with appropriate training on SHS emerging issues, such as hookahs, ventilation, Indian casinos, smoke-free multiunit housing, etc.
- ~~c. Develop a comprehensive database of cities and Indian tribes in California which have passed SHS policies. Included in the database would be the type of venue (park, playground, beach, casino, etc.), date enacted, fines associated with the violation of the policy, and enforcement provisions. The database would have a mechanism for quality control, analysis of content procedures, proactive identification of policies, the type of reports to be generated, etc. The database would supplement the Americans for Nonsmokers' Rights Local Tobacco Control Ordinance Database. For more information, see <http://www.dhs.ca.gov/tobacco/html/RequestForApplications.htm> RFA TCS 05-100, Supplemental Materials.~~
- ~~d. Develop an interactive, Internet-based mapping application using GIS. A GIS is a computer system capable of capturing, storing, analyzing, and displaying geographically referenced information; that is, data identified according to~~

~~location that can be used by DHS/TCS staff, DHS/TCS-funded projects and the public to locate each community's SHS ordinance(s) and its venue, in order to assist local elected officials and programs to determine successes and challenges, geographic trends in the presence of ordinances, enforcement patterns, etc.~~

- e. Maintain close collaboration with DHS/TCS on emerging SHS issues and provide updated resources to DHS/TCS' Live, Work, and Play SHS Website.
- f. Collaborate with other local, state, and national organizations that specialize in SHS issues in order to maximize resources.
- g. Based on the priorities of LLAs and other DHS/TCS-funded projects, plan, coordinate, implement, and evaluate at least one advocacy campaign. The campaign will have statewide relevance and will be based on a Communities of Excellence (CX) Indicator or Asset. A product of the advocacy campaign will be a "turn-key" kit or "how to" guide that can be implemented by other DHS/TCS-funded programs.
- h. Form an Advisory Committee that will include a minimum of five to eight members who will provide oversight to the advocacy campaign and assist with other activities (e.g., spokesperson duties, Information and Education [I & E] visits, event coordination, etc.).

The following SHS CX Indicators and Assets may be addressed with this application:

2.1.2 Extent of enforcement/compliance with American Indian tribal smoke-free worksite law(s) (excluding bars and gaming)

2.1.4 Extent of enforcement/compliance with American Indian tribal smoke-free bar and gaming law(s)

2.2.3 Proportion of American Indian tribes with tribal smoke-free worksite policies

2.2.4 The proportion of communities with policies that include restrictions on smoking in those indoor worksite areas exempted by the state smoke-free workplace law such as owner-operated bars and tobacco shops (excluding hotels)

2.2.6 Extent that restaurants and bars with outdoor areas designate the outdoor dining area as smoke-free including use of cigarettes, cigars, and hookahs

2.2.7 Extent that non-dining outdoor worksites (e.g., construction sites, lumber mills, forests) have policies designating the worksite as smoke-free

2.2.9 Extent of policies that create smoke-free outdoor public walkways, streets, plazas, school campus quads, college campuses, shopping centers, and other outdoor public places which are not intended primarily for recreational use.\

2.2.10 Extent of policies that prohibit smoking by employees, residents, and visitors on the campus of health care facilities, drug and rehabilitation facilities, and residential care facilities for the elderly, developmentally or mentally disabled

2.2.11 Extent that multiunit housing and public housing complexes have policies that designate common outdoor areas as smoke-free, (e.g., playground, swimming pool areas, and entrances)

2.2.12 Extent that multiunit housing and public housing complexes have policies designating common indoor areas as smoke-free, (e.g., laundry room, hallways, stairways, lobby area)

2.2.13 Extent that multiunit housing complexes (e.g., apartment owners, condo associations, and public housing boards) adopt policies that protect residents from drifting SHS between units and incorporate enforcement/compliance remedies such as including SHS exposure in nuisance abatement statutes

Community Asset 2.1 Extent TCS-funded projects in the health jurisdiction provide tobacco control advocacy training for youth and adults to develop community leaders

Community Asset 2.5 Extent of community activism among adults to support tobacco control

Other SHS CX indicators or assets may be utilized upon written request.

Sample Workplan Objectives:

- By June 2008, provide at least 50 instances of SHS TA to target audiences regarding policies that address smoke-free multiunit housing.
- By June 2008, provide at least 20 instances of SHS TA on implementation of policies that prohibit smoking in the outdoor dining areas of restaurants.

Youth and Young Adult Training, TA and Advocacy Project

The following is a description of the services sought for the Youth and Young Adults (18-29) training, TA, and advocacy project:

- a. Offer comprehensive youth and young adult TA resources for DHS/TCS-funded projects. TA resources may include teleconferences, brochures, newsletters, fact sheets, manuals, guides, etc., containing the latest research on youth and young adult smoking and effective

- strategies/interventions that reduce youth/young adult tobacco use. Provide TA in working with the movie and television industry, outreach to youth and young adults, and assist DHS/TCS on appropriate training for youth and young adults as it pertains to tobacco issues in school, college, and community settings.
- b. Provide updates to DHS/TCS and DHS/TCS-funded programs on emerging issues related to the TI's promotion and advertising tactics, tobacco laws locally and statewide that affect youth access, provide assistance in organizing youth and college coalition activities statewide.
 - c. Assess the extent of the TI's influence in the community settings, worksites and college settings (e.g., UC, CSU, and CCC) and vocational or trade schools, and identify challenges to implement tobacco control policies, identify needs for college-based cessation programs and assess awareness of the California Smokers' Helpline. ~~As a result of the assessment, develop a comprehensive database of colleges in California that have passed tobacco control policies and provide smoking cessation services. Included in the database would be the type of college, (e.g., UC, CSU, community college, trade school, etc.), and details of the policy, including enforcement provisions. The database would have a mechanism for quality control, analysis of content procedures, proactive identification of policies, the type of reports to be generated, etc.~~
 - d. ~~Develop an interactive, Internet-based mapping application using GIS that can be used by DHS/TCS staff, DHS/TCS-funded projects and the public to identify locations of schools/colleges that have tobacco policies and cessation services.~~
 - e. Assess youth and young adults' (18-29) exposure to TI marketing strategies, (e.g., movies and sponsored bar nights). As a result of the assessment, provide recommendations on interventions that may be useful in countering effects of the TI's marketing strategies.
 - f. Based on the priorities of LLAs and other DHS/TCS-funded projects, plan, coordinate, implement, and evaluate at least one advocacy campaign. The campaign will have statewide relevance and will be based on a CX Indicator or Asset. A product of the advocacy campaign will be a "turn-key" kit or "how to" guide that can be implemented by other DHS/TCS-funded programs.
 - g. Collaborate with DHS/TCS and statewide projects on emerging issues related to Youth and Young Adults and provide updated resources to an appropriate statewide Website.
 - h. Collaborate with local, state and national organizations who specialize in Youth and Young Adults tobacco issues to maximize resources. Examples of

state organizations include CDE, Tobacco Use Prevention Education (TUPE) and Friday Night Live (FNL).

- i. Form an Advisory Committee(s) that will include a minimum of 5-8 members who will provide oversight to the advocacy campaign and assist with other statewide activities, such as spokesperson activities, I & E training, visits with policy makers, and event coordination. Indicate how the Advisory Committee(s) will address the different populations, (i.e., youth and young adults in different settings, such as high school, college, and the community).

The following CX Indicators and Assets targeting Youth and Young Adults may be addressed with this application:

- Counter Pro-Tobacco Influences in the Community
 - 1.1.6 Extent of tobacco sponsorship at public (e.g., county fair) and private events (e.g., concert, bars) – or the proportion of entertainment and sporting venues with policies that regulate tobacco sponsorship
 - 1.1.9 Extent of tobacco company contributions to educational, research, public health, women's, cultural, entertainment, fraternity/sorority groups, and social service institutions
 - 1.1.11 Extent of socially responsible depiction of tobacco use, tobacco advertising and SHS restrictions by the tobacco industry
- Reduce Exposure to SHS
 - 2.2.1. Proportion of homes with a smoker in the household who report their home is smoke-free
 - 2.2.9 Extent of policies that create smoke-free outdoor public walkways, streets, plazas, school campus quads, college campuses, shopping centers, and other outdoor public places which are not intended primarily for recreational use
 - 2.2.11 Extent that multiunit housing and public housing complexes have policies that designate common outdoor areas as smoke-free, (e.g., playground, swimming pool areas, and entrances)
 - 2.2.12 Extent that multiunit housing and public housing complexes have policies designating common indoor areas as smoke-free, (e.g., laundry room, hallways, stairways, lobby area)

APPLICATION CHECKLIST

The following attachments and components must be completed and submitted in the order shown here. Applications that are missing any of these attachments or components will be considered non-compliant and will not be reviewed. Please note that you are not required to submit the Application Checklist.

<u>Attachments and Components</u>	<u>Check Mark</u>
• One Original Application	<input type="checkbox"/>
• 6 copies of the entire Application	<input type="checkbox"/>
• 6 additional copies of the Narrative, Coordination, and Scope of Work Summary	<input type="checkbox"/>
➤ • Application Cover Sheet (Attachment 1)	<input type="checkbox"/>
• Application Checklist (Attachment 2)	<input type="checkbox"/>
• Table of Contents (Attachment 3)	<input type="checkbox"/>
• Narrative, Coordination, and Scope of Work Summary (No Attachment, 12 page limit)	<input type="checkbox"/>
• <u>Applicant Capability</u> – (No Attachment, 10 page maximum, not including Attachment 4, Letters of Reference, and Letter from the Project Evaluator)	
• <u>Program/Evaluation Experience (Letter from the Project Evaluator)</u>	<input type="checkbox"/>
• Administrative/Fiscal Experience	<input type="checkbox"/>
• Equipment	<input type="checkbox"/>
• Computer Hardware/Software Minimum Specifications (Attachment 4)	<input type="checkbox"/>
• Letters of Reference (3 required)	<input type="checkbox"/>
• Program/Evaluation Experience (Letter from the Project Evaluator)	<input type="checkbox"/>
• Scope of Work (Attachment 5)	<input type="checkbox"/>
• Budget (No Attachment)	<input type="checkbox"/>
• Budget Justification (No Attachment)	<input type="checkbox"/>
➤ • Drug-Free Workplace Certification (Attachment 6)	<input type="checkbox"/>
➤ • Agency Documentation Requirements (Attachment 7)	<input type="checkbox"/>
• Proof of Non-Profit Status (No Attachment)	<input type="checkbox"/>
➤ • Certification of Non-Acceptance of Tobacco Funds (Attachment 8)	<input type="checkbox"/>

NOTE: ➤ DENOTES THE DOCUMENT REQUIRES A SIGNATURE BY THE PERSON AUTHORIZED TO BIND THE APPLICANT AGENCY. READ THE DOCUMENTS AND ALLOW TIME TO OBTAIN THE REQUIRED SIGNATURE.

COMPARABLE STATE CIVIL SERVICE CLASSIFICATIONS

State Classification Title	Comparable Title	Comparable Monthly Salary
Health Education Consultant Specialist	Project Director	\$4,746-\$5,768
Health Education Consultant II	Senior Health Educator or Assistant Project Director	\$4,194-\$5,243
Health Education Consultant I	Health Educator or Health Education Assistant	\$3,487-\$4,346
Administrative Assistant I	Program Coordinator/Assistant	\$3,575-\$4,347
Office Services Supervisor II	Office Manager	\$2,759-\$3,355
Management Services Technician	Community Health Worker	\$2,632-\$3,201
Research Scientist II	Evaluation Consultant	\$4,960-\$5,984
Research Scientist I	Evaluation Consultant	\$4,516-\$5,448
Associate Governmental Program Analyst	Research Analyst II	\$4,111-\$4,997
Staff Services Analyst	Research Analyst I	\$3,418-\$4,155
Legal Counsel	Attorney	\$3,834-\$4,847
Graduate Legal Assistant	Graduate Legal Assistant	\$3,493-\$3,834
Senior Legal Analyst	Paralegal	\$4,316-\$5,247
Legal Analyst	Paralegal	\$3,589-\$4,363
Legal Assistant	Paralegal	\$3,164-\$3,846
Associate Information Systems Analyst	Information Technician	\$4,316-\$5,247
Programmer I	Information Technician	\$3,048-\$3,361
Assistant Information Systems Analyst	Information Technician	\$2,902-\$4,363
Information Systems Technician	Information Technician	\$2,317-\$3,326